

Hunter Phelps

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Aviation professional with 4+ years of experience in corporate and commercial aircraft operations, specializing in fueling, towing, and FAA safety compliance. Proven leader as shift supervisor at Western Aircraft, maintaining zero safety incidents while coordinating high-volume flight schedules. Recognized by customers and management for excellent customer service and team collaboration.

WORK EXPERIENCE

Line Service Tech. Shift Supervisor - Western Aircraft - Current

- Refuel a wide range of corporate and commercial aircraft while ensuring full compliance with FAA and ATSA safety standards.
- Supervise ground operations at a high-traffic FBO, coordinating aircraft servicing to maintain on-time departures and high service quality.
- Promote a safe working environment by training and guiding employees in safety procedures and best practices.
- Coordinate fuel load inventory with third-party vendor to ensure proper fuel inventory for the majority of Boise traffic.

Cargo Ramp Agent - Jackson Jet Center - Feb 2022 - April 2024

- Coordinated with UPS to safely load and unload cargo flights, ensuring accuracy and on-time departures.
- Certified Cargo Compartment Designee (CCD), responsible for overseeing and verifying all cargo loading/unloading procedures.
- Operated ground support equipment, including tugs, belt loaders, and air stairs, to support an average of 3 UPS flights a shift.

EDUCATION

Embry-Riddle Aeronautical University - Worldwide

Completed 33 credits towards an A.S. in Technical Management.

Boise State University - Boise, Idaho

Completed 44 credits in Pre-Business.

Completed 7 Contact Hours in *Prepare to Lead*.

Faith Lutheran Middle & High School - Flight Academy - Las Vegas, Nevada

Completed Flight Academy program with a 3.75 GPA, including PPL ground school coursework for written and oral exams.

EXTRACURRICULARS

Mock Trial - March 2017 - December 2019

Developed strong communication skills through participation in Mock Trial, also learning early leadership skills through coaching middle school teams.

Skills

- FAA / ATSA Compliance
- Customer Service & Relationship Management
- Leadership & Shift Supervision
- Ground Handling Operations
- Microsoft Office / CRM Systems
- Safety Procedures / OSA Standards

Certifications & Awards

- SIDA Badge
- CCD (Cargo Compartment Designee) Certified
- Part 107 Licensed Drone Pilot
- Empire Mock Trial World Championship 2019 - 3rd Place
- National Mock Trial Competition 2018 - 22nd Place

Accomplishments

- Maintained zero safety incidents as Shift Supervisor while coordinating high-volume flight operations at Western Aircraft.
- Supervised a team of 15 employees to achieve 7+ consecutive months of no fueling delays.
- Certified Cargo Compartment Designee (CCD), entrusted with final authority on UPS cargo loading/unloading processes.
- Earned Part 107 Drone Pilot Certification, demonstrating technical proficiency and FAA regulatory knowledge.
- Placed 3rd at Empire Mock Trial Championship, recognized for advanced communication and leadership skills.